



STATE OF DELAWARE DEPARTMENT OF TRANSPORTATION



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Posting #C-17

EQUIPMENT MECHANIC I (DRUG AND ALCOHOL FORMS ARE REQUIRED)

Opening Date: July 1, 2006

Closing Date: Open

Salary: \$22,826- \$28,533 (Minimum to Midpoint) Pay Grade: 6

Locations: Kent, New Castle and Sussex Counties (Please check the appropriate county or counties of interest on your application)

Please Note: Applicants must be legally authorized to work in the United States for any employer. DelDOT does not provide employment-based sponsorship.

Summary Statement:

This class series uses five levels of work in the Custodial, Maintenance and Trades Group, Mechanical Trades Series, and describes skilled mechanic work to encompass inspecting, diagnosing, repairing, servicing, aligning, setting up, adjusting, testing, and or replacing parts/components on a wide variety of maintenance/construction/watercraft/all-terrain equipment. The equipment includes assemblies and components such as igniters, pumps, blades, graders, turn tables, buckets, booms, drag lines, belt loaders, and disbursement systems with multiple mechanical, hydraulic, ignition, lighting, warning, injection and related systems. Mechanic work also includes disassembling and overhauling gasoline/diesel engines and component systems, performing operational checks/road testing for diagnostic purposes, and performing corrective measures. Assignments require evaluative thinking, including determining problems, determining the life of equipment, and prescribing, scheduling and performing corrective measures. The mechanics also perform tasks associated with the craft/trade such as operating tow trucks/wreckers/boats to respond to emergencies, and using operator manuals, service bulletins, and personal computers to perform research/diagnosis, interpret schematics, order parts, and analyze equipment malfunctions.

Career Ladder: Upon satisfactory completion of Department promotional standards and minimum qualifications, employee will be eligible to be promoted to the next level.

Minimum Qualifications:

Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "**not qualified.**"

1. Knowledge of preventative maintenance and minor repairs of light duty engines/system components and equipment such as those used to power pickup trucks, sedans, vans, lawn mowers, chain saws, etc.
(Applicants must describe training, experience and/or coursework on their knowledge of preventative maintenance.)

2. Knowledge of basic diagnostic equipment, hand/power tools and equipment used in servicing and repairing light duty engines/system components such as those used to power pickup trucks, sedans, vans, lawn mowers, chain saws, etc. (**Applicants must describe training, experience and/or coursework in basic diagnostic equipment, hand/power tools and equipment used in servicing and repairing light duty engines/system components such as those used to power pickup trucks, sedans, vans, lawn mowers, chain saws, etc.)**)
3. Knowledge of basic mathematical computations. (**Applicants must describe their training, experience and/or coursework in basic mathematical computations.**)
4. Ability to communicate effectively.

Examination: The application is evaluated based upon a rating of training and experience.

License, Registrations and Certifications:

- Possession of a CDL Class B at the time of appointment and during tenure in the class.

Effective January 1, 1995, positions in this class are subject to pre-employment drug testing and post employment drug and alcohol testing in accordance with the Omnibus Transportation Employees Act of 1991. In accordance with Federal Motor Carrier Safety Regulations 382.413 Department of Transportation is required to obtain alcohol and controlled substances test information maintained by current and/or prior employers for the preceding two year period. Release forms must be signed and submitted with your application. Release forms can be obtained on line or at Department of Transportation.

Essential Functions:

- 1) Performs preventative maintenance to include lubricating, cleaning, servicing, inspecting, and testing equipment.
- 2) Uses manual and computerized diagnostic equipment to evaluate, troubleshoot, make adjustments and diagnose equipment malfunctions or defects.
- 3) Repairs/replaces various parts and assemblies using mechanic power and hand tools.
- 4) Interprets schematics and blue prints to perform inspections, diagnosis, wiring procedures and maintenance of mechanical, hydraulic, ignition, lighting, warning, and injection assemblies and component systems.
- 5) Operates computers, interprets parts, service, and automated equipment management systems/manuals to perform research, order parts, prepare records, and analyze equipment malfunctions.
- 6) Fabricates parts, performs gas/electric welding and makes body repairs.
- 7) Responds to road service requests and/or assists with tow trucks/wreckers.
- 8) Conducts road test/operational checks for diagnostic purposes to determine equipment deficiencies and for post-maintenance tests.
- 9) Cleans and cares for tools, equipment and shop facilities.
- 10) Follows safety rules and practices, and complies with Environmental Protection Agency, (EPA) standards in the performance of duties.
- 11) Performs minor and basic equipment repairs using standard mechanic power and hand tools.
- 12) Performs simple inspections such as walk around inspections and reports visible equipment discrepancies.
- 13) Diagnoses and isolates easy to trace malfunctions.
- 14) Assist technical superior with more complex maintenance/repairs.
- 15) May instruct equipment operators on the application of preventative maintenance.

Conditions of Employment:

A satisfactory criminal background check is required as a condition of employment and throughout tenure in this position.

Upon a conditional offer, you must undergo pre-employment drug testing as part of the hiring process.

Direct deposit of paychecks is required as a condition of employment for all new employees.

Benefits: To learn more about the comprehensive benefit package please visit the State Personnel web-site at <http://delawarepersonnel.com/benefits/index.htm>

Submitting your Application:

- Apply on-line at www.delawarestatejobs.com (applications will be routed automatically to the recruiting agency).
- If you can not apply on-line, paper applications can be submitted to one of the following locations.
- DEPARTMENT OF TRANSPORTATION (DELDOT), Human Resources, 800 Bay Road, Dover, DE 19901 Phone: (302)760-2011 Fax (302)760-2771
- OMB HUMAN RESOURCE MANAGEMENT, Haslet Building, (Armory) 122 William Penn Street, Dover, DE 19901 Phone: (302) 739-5458 Fax (302) 739-2327
- OMB HUMAN RESOURCE MANAGEMENT, Carvel State Office Building, 1st Floor, 820 North French Street, Wilmington, DE 19801 Phone: (302) 577-8277 Fax: (302) 577-3957
- OMB HUMAN RESOURCE MANAGEMENT, Delaware Technical and Community College Campus, P.O Box 610, Georgetown, DE 19947 Phone: (302) 856-5966 Fax: (302) 856-5969

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes or transcripts please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The State of Delaware - An Equal Opportunity and Affirmative Action Employer

**NOTICE TO APPLICANTS
EFFECTIVE JANUARY 1, 1995**

DelDOT is subject to the provisions of the Omnibus Transportation Employees Testing Act of 1991 for positions requiring a Commercial Drivers License as a condition of employment and subject to PART 383 of the Federal Motor Carrier Regulations.

These positions include those in the Equipment Operator series, Equipment Mechanic series and others as noted on the job announcement(s).

A confirmed negative Pre Employment Drug Test is required for employment. The drug test will be scheduled when a conditional offer of employment is made. A confirmed positive drug test or refusal will result in denial of employment.

Under the Federal Motor Carrier Regulations, PART 382.413, DelDOT is required to obtain records maintained by current/prior employers under 382.401 (b) (1) (i) through (iii) concerning alcohol test results with a concentration of .04 or greater, positive drug test results and refusals to be tested within the preceding 2 years. Accordingly, you are required to provide name (s) and address (es) including mailing address, city, state, and zip code of current/prior employer(s), dates of employment and position(s) held. Such review may be conducted at any time following application but will be conducted prior to employment. Any applicant refusing to consent to release of such records will be denied employment.

Applications for employment in positions covered by the DelDOT Drug & Alcohol Testing Program will be rejected unless accompanied by a signed Drug Consent Form and a signed Consent Form for Release of Records in accordance with PART 382.413 of the Federal Motor Carrier Regulations.

Questions about pre-employment testing should be directed to the DelDOT HR Section (302)760-2011.

Please mail signed forms to: DelDOT /HR
P.O Box 778
Dover, DE 19903

APPLICANT CONSENT FORM I
RELEASE OF ALCOHOL AND CONTROLLED SUBSTANCES TEST
INFORMATION BY PREVIOUS EMPLOYERS

In accordance with Part 382.413 of the Federal Motor Carrier Safety Regulations, I hereby give my consent to my current/prior employer(s) to release to DelDOT the following information maintained under §382.401(b)(i) through (iii) for the preceding 2-year period:

1. Any and all alcohol tests with a concentration result of .04 or greater.
2. Any and all positive controlled substances test results.
3. Any and all refusals to be tested (including verified adulterated or substituted drug test results)

Applicant's Printed Name

Date

Applicant's Signature

(NOTE TO APPLICANT: Failure to sign and return the above form will result in rejection of application.)

FOR PREVIOUS OR PRESENT EMPLOYER ONLY TO COMPLETE

PRIOR DRUG & ALCOHOL TEST RESULTS VERIFICATION

Pursuant to the FMCSA (49CFR 382 and subpart 40) DelDOT is required to obtain the results of all DOT required drug and/or alcohol test(s), including refusals to be tested. Applicant written authorization giving DelDOT the permission to obtain information is included.

1. Has this person tested positive for a controlled substance within the last 2 years? If Yes, please list the date (s) of all positive test results and the drug(s).	Yes	NO
2. Has this person had an alcohol test with results of .04 or greater during the past 2 years? If yes, please list the date(s) of all alcohol test results of .04 or greater.		
3. Has this person ever refused to submit to a required drug screen and/or alcohol test during the past 2 Years – to include verified adulterated substituted drug test results? If Yes, please list the date(s) of the Refusal and the type of test refused:		
4. Did he/she have any other violations of D.O.T. Drug & Alcohol testing regulations during the past 2 Years? If Yes, please list the violations and date(s).		
With respect to any employee who violated a D.O.T Drug & Alcohol regulation please supply documentation of the Employee's successful completion of D.O.T return-to –duty requirements – to include S.A.P. information and follow up test.		
Information Furnished By: Full Name: _____ Position _____ Date: _____		
OFFICE USE ONLY: Requested by: _____ Date: _____		
Attempts: 1 st _____ Time: _____ 2 nd _____ Time: _____ 3 rd _____ Time: _____		

APPLICANT CONSENT FORM II
(PRE-EMPLOYMENT DRUG TESTING)

***In accordance with the Omnibus Transportation Employers Testing Act of 1991**

(For positions requiring a Commercial Driver's License as a condition of employment and subject to Part 383 of the Federal Motor Carrier Regulations.)

I understand that as an applicant for a position as referred to above, that I will be subject to pre-employment drug testing if I receive a conditional offer of employment.

I understand that a confirmed negative drug test result is required for employment and that a refusal to test will result in denial of employment.

Applicant's Signature

Date

Applicant's Printed Name

(Note: Failure to sign and return the above form will result in rejection of application.)